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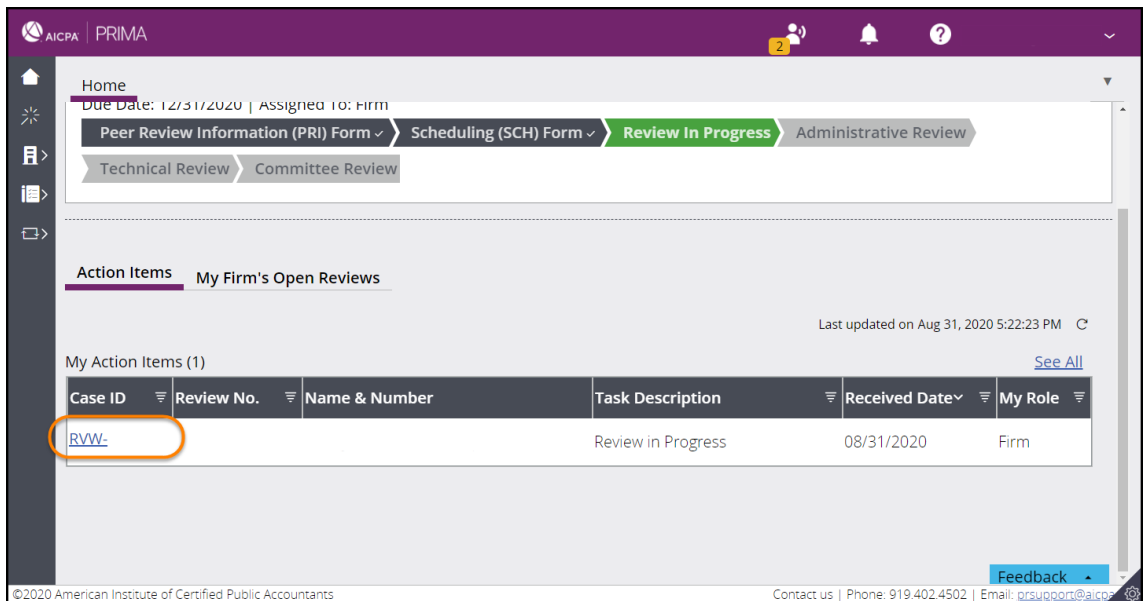
## Requesting Revisions for MFCs and FFCs (Firm)

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If the reviewer/team captain creates MFCs and FFCs, they are sent to the firm for review and response. To request a revision to MFCs or FFCs, perform the following steps:

1. Under **Action Items**, click the review (RVW) **Case ID**.



The screenshot shows the AICPA PRIMA system interface. The top navigation bar includes the AICPA logo, the text 'PRIMA', and icons for notifications, help, and user profile. The main content area is titled 'Home' and shows a progress bar for a review process: 'Peer Review Information (PRI) Form' (completed), 'Scheduling (SCH) Form' (completed), 'Review In Progress' (active), and 'Administrative Review' (pending). Below the progress bar, there are tabs for 'Technical Review' and 'Committee Review'. The 'Action Items' section is highlighted, showing 'My Firm's Open Reviews'. A table lists the action items, with the first row having a 'Case ID' of 'RVW-' (highlighted with an orange circle), a 'Review No.', 'Name & Number', 'Task Description' (Review in Progress), 'Received Date' (08/31/2020), and 'My Role' (Firm). The footer contains copyright information for 2020 American Institute of Certified Public Accountants and contact details.

2. Click the **Matters** tab.

Home RVW-

Review process for FFC

Review in Progress

Firm Name	Review Due Date 12/31/2020	ReviewNumber
Team Type FOF	Review Status Pending - Working Papers	

Firm/Team Summary Review Summary **Matters**

Instructions for Firm

- To see details about each MFC/FFC, click the arrow next to the MFC/FFC Number to expand it.
- Click "Save" to allow you to make changes later before submitting to the peer review team.
- Click "Request Revisions" to save changes and inform the peer review team to make changes to the reviewer portion of the MFC/FFC.
- Click "Sign-Off" when the MFC/FFC is complete and includes all required elements.
- Click "Cancel" to close the MFC/FFC and enter responses later.

Print MFC's

MFC Number	MFC Status	Disposition
MFC-1	Pending-Firm-Signature	Included on an FFC Form

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3. Click the **MFC Number** or **FFC Number** to access the MFC and FFC.

Home RVW-

Review process for FFC

Review in Progress

Firm Name	Review Due Date 12/31/2020	ReviewNumber
Team Type FOF	Review Status Pending - Working Papers	

Firm/Team Summary Review Summary Matters

Instructions for Firm

- Click "Sign-Off" when the MFC/FFC is complete and includes all required elements.
- Click "Cancel" to close the MFC/FFC and enter responses later.

Print MFC's

MFC Number	MFC Status	Disposition
MFC-1	Pending-Firm-Signature	Included on an FFC Form
MFC-2	Pending-Firm-Signature	Included on an FFC Form

Print FFC's

FFC Number	FFC Status	Related MFCs
FFC-1	Pending-Firm-Signature	MFC-2 MFC-1

Save Send to Captain

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4. Click **Request Revisions** on MFC.

The screenshot shows the AICPA PRIMA interface. At the top, there's a purple header with the AICPA logo and 'PRIMA' text. Below the header, a navigation bar shows 'Home' and 'RVW-'. The main content area is divided into several sections: 'MFC Number' (MFC-1), 'FFC Number' (FFC-1), and 'Nature Of Matter' (Engagement Questionnaire). Below these is the 'Engagement Details' section, which includes fields for 'Engagement No.', 'Engagement Check List Version', 'Level of Service', and 'Engagement Check List No.'. The 'Professional Standard Reference' section follows, with fields for 'Professional Standard Name', 'AT Section And Description', and 'Paragraph'. At the bottom, there's a 'Reviewer's Description of the matter' section with a text input area. The 'Request Revisions' button is highlighted with an orange circle.

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5. Click **Request Revisions** on FFC.

The screenshot shows the AICPA PRIMA interface. At the top, there's a purple header with the AICPA logo and 'PRIMA' text. Below the header, a navigation bar shows 'Home' and 'RVW-'. The main content area is divided into several sections: 'FFC Number' (FFC-1), 'Covered MFCs' (MFC-2, MFC-1), 'Reviewed Firm', and 'Peer Review Year-End' (06/30/2020). Below these is the 'Professional Standard Reference' section, which includes fields for 'Professional Standard Name', 'AT Section And Description', and 'Paragraph'. The 'Level of Service' and 'Industry' sections are also visible. The 'Request Revisions' button is highlighted with an orange circle.

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6. Once MFC and FFC requests and responses are complete, click **Send to Captain**.

The screenshot shows the PRIMA software interface with a purple header bar containing the AICPA logo and the word 'PRIMA'. Below the header, there's a navigation sidebar on the left with icons for Home, RVW, and other functions. The main content area has a 'Home' tab and a 'RVW-' sub-tab. It displays two tables: one for MFCs (Monitoring Firm Comments) and one for FFCs (Firm Feedback Comments). Both tables show items with 'Pending-Firm-Revision' status. The MFC table has two rows (MFC-1, MFC-2) and the FFC table has one row (FFC-1). Buttons for 'Print MFC's', 'Print FFC's', 'Save', and 'Send to Captain' are visible. A footer at the bottom contains copyright information for 2020 American Institute of Certified Public Accountants and contact details.

MFC Number	MFC Status	Disposition
MFC-1	Pending-Firm-Revision	Included on an FFC Form
MFC-2	Pending-Firm-Signature	Included on an FFC Form

FFC Number	FFC Status	Related MFCs
FFC-1	Pending-Firm-Revision	MFC-2 MFC-1

For instructions on responding to MFCs and FFCs, see [Responding to an MFC in PRIMA \(Firm\)](#) and [Responding to an FFC in PRIMA \(Firm\)](#).

#### Related Articles:

[Responding to Firm Request for MFC/FFC Revisions \(Reviewer\)](#)

[Creating an MFC in PRIMA \(Reviewer\)](#)

[Creating an FFC in PRIMA \(Reviewer\)](#)

[Creating a Disposition of MFC \(DMFC\) \(Reviewer\)](#)

[Sending MFCs / FFCs to the Firm](#)

[MFCs/ FFCs Not Appearing for Peer Review Contact](#)

[Editing MFCs / FFCs \(Reviewer\)](#)

[Printing MFCs, FFCs, and DMFCs](#)

[Responding to an FFC in PRIMA \(Firm\)](#)

[Responding to an MFC in PRIMA \(Firm\)](#)

[Submitting MFCs on License Issues for an Engagement Review](#)

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